

GROUP FINANCE DIRECTOR

DEFINITION:

Under administrative direction, to plan, direct, organize, coordinate and review the budget, accounting and financial activities of a County Functional Group or Agency; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a class whose positions are allocated to the Unclassified Service and assigned to a County Function Group or Agency. Under the direction of a Deputy Chief Administrative Officer or the Director, Health & Human Services Agency (HHS), incumbents are responsible for managing all financial and budgetary functions within a group/agency. Incumbents in this class serve as principal assistant/consultant on finance matters to the general manager and work under the functional direction of the county's Chief Financial Officer to coordinate group/agency financial initiatives and programs to promote and ensure consistent and appropriate fiscal practices.

EXAMPLES OF DUTIES:

Plans, directs, organizes, executes, and evaluates the overall financial and budgetary activities of one of the County Functional Groups or Agency; acts as the financial consultant to the general manager in managing the fiscal function within the group/agency including providing demographic, strategic planning, financial, and/or budgetary resource planning information which can be used to make informed decisions; provides strategic policy information to ensure the best use of county resources; reviews, analyzes and monitors annual departmental budgets within a group/agency; oversees the financial activities of one of the major County Functional Groups or Agency through consultation with the county's Chief Financial Officer; provides technical direction and assistance to departmental budget managers within the group; consults with county administrators to discuss issues; identifies problem areas and proposes solutions; collects and analyzes data to recommend improvements to operating systems; assists in the preparation of the group/agency budget by providing information and making recommendations; attends staff meetings and may represent the group manager/agency director; performs special studies and projects as assigned by the group manager/agency director or the Chief Financial Officer.

MINIMUM QUALIFICATIONS:

Thorough knowledge of:

- The General Management System in principle and in practice.
- Act as an innovative change agent to successfully translate centralized county financial policy to line staff and departmental budget staff.
- Plan, direct, organize and manage the financial and budgetary planning and control within a large multi-functional group or agency providing a wide variety of services or function.
- Prepare, review, present, and control large complex budgets.
- Identify budgetary or financial problems and develop and recommend solutions.
- Provide decision-making and technical support to group manager/agency director.
- Establish and maintain effective working relations with department staff, the public and representatives from industry, media, government, and other agencies.

EDUCATION/EXPERIENCE:

Education, training, and/or experience that clearly demonstrate the possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree from an accredited college or university in public administration, business administration, finance, accounting, economics, or a closely related field. A graduate degree in a related field is highly desirable. Experience must have included responsibility as a chief financial officer or assistant for a large company or public agency with functional responsibility for finance throughout diverse operating departments.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.